

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Planner I GR: P FLSA: EX DATE: 06/01/2007

DEPARTMENT: Development Services DIVISION: Planning and Zoning

REPORTS TO: Dir. of Development Services APPROVED: _____ JOB CODE: 7034

GENERAL DESCRIPTION:

Under administrative direction, performs entry level work in the preparation and implementation of the City's planning and community development programs. Provides assistance in the areas of current planning (zoning, subdivision plats and site plan reviews) and zoning administration. Performs difficult and unusual work; requires interpretative judgement in variation from established standards and procedures.

TYPICAL DUTIES:

Assists in the areas of current planning of zoning, subdivision plats and site plan reviews and zoning administration; set up case files, schedule applications for Board and Commission meetings, prepare legal notices for zoning cases, assure that minutes and other records are properly maintained; confers with and advises officials and the public on technical aspects of zoning and planning and supplies information to and cooperates with interested individuals and organizations; prepares comprehensive reports based upon careful research and study of planning and zoning problems, gathers, analyzes and presents data in the form of written, graphic or oral reports for use before boards, advisory committees and public hearings; plans, coordinates and participates in the preparation of community development plans, programs and grant applications; maintains and updates flood plain maps; administers flood plain policies; researches and prepares reports; and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to a bachelor's degree in urban planning, geography, architecture, public administration or related field and experience in community or urban/rural planning; or any combination of experience, education or training that will produce the desired qualifications. Experience with GIS is highly desirable. Valid Kansas driver's license is required.

RESIDENCY REQUIREMENTS:

None

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Effectively assign and supervise personnel. (Daily)

Effectively communicate orally and in writing. (Daily)

Prepare and maintain accurate, well-organized and effective records, statements and reports. (Daily)

Exercise sound judgement in decisions and interpretations. (Daily)

ESSENTIAL JOB FUNCTIONS CONTINUED:

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Speak clearly and concisely before groups. (Weekly)

Maintain and continually upgrade knowledge of the principles and practices of planning and community development. (Daily)

Accurately interpret laws and regulations relating to planning and zoning. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Minimal amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 70 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Frequently perceives nature of sounds by ear

Speech: Frequently express ideas by means of spoken words

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: None

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to listen and apply information and instructions.

Ability to communicate effectively, both orally and in writing.

Ability to understand mathematical concepts to include basic arithmetic.

TOOLS, EQUIPMENT AND WORK AIDS USED:

Copy machine, adding machine, calculator, computer, telephone and fax machine.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.